

Executive Assistant | Confidential | Downtown Los Angeles, CA | 06.16.17

Firm Profile – Landscape Architecture Firm

We are looking for a person who is a go-getter, detail orientated and a great multi-tasker. This position will assist the CEO and Principals at the Downtown Los Angeles Design Studio. He/she will be responsible for putting together proposals that include a written scope of services, fees and legal contract language, as well as communicating with potential clients in obtaining information needed to complete the tasks. The position also includes tracking Accounts Receivables for the various projects within the office, coordinating with accounting department.

Below are the skills/tasks that are part of this job description:

Job Responsibilities:

- Draft and finalize proposals/contracts according to CEO or Principal direction and based on corporate templates. This person will act as the contract liaison for the studio.
- Communicate with Accounting in regards to Accounts Receivables/Payable.
- Act as a gatekeeper for follow-up meetings, external contacts, ideas for marketing and overall company improvements.
- Provide corporate-wide assistance that may include: setting up executive meetings, managing corporate email accounts, receiving and distributing corporate materials.
- Manage the CEO's filing system in relation to new business opportunities and external contacts.
- Provide regular updates on status of proposals, upcoming events, meetings and overall company communications
- Develop and maintain communication with internal groups in the company including: Executive Committee, Accounting, and Marketing.

Job Requirements of Executive Assistant

- Bachelors or equivalent degree
- Three years of experience in assistant/administrative job, in support of a senior manager
- Proven track record of successful management in a high performance environment
- Experience in drafting contracts and fee proposals.
- Excellent organization, writing and interpersonal skills
- Excellent innovation and creativity skills
- Proficiency in Microsoft Office (Excel, Word, PowerPoint and Outlook)
- Adobe Suite (Photoshop, InDesign, Illustrator)

Compensation

\$50,000/year, competitive benefits package including health, dental, life, long-term disability, 401K, profit sharing, performance-based bonus. Job classification: Exempt.

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